

Portfolio Analysis and Management System (PAMS)

User Guide for External PAMS User - Registration

Version 5.0

August 2012

Prepared for:

DOE Office of Science
Office of Business Policy and Operations





Revision History

Date	Document Version	Description of Changes	Author
02/27/2012	1.0	Original	REI Systems
05/18/2102	2.0	Updated the screen shots and content based on changes made to external registration process	REI Systems
06/08/2012	3.0	Made changes to the document based on comments from DOE.	REI Systems
08/17/2012	4.0	Made changes to the document based on comments from DOE.	REI Systems
08/23/2012	5.0	Made several format/grammar changes.	REI Systems



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1 INTRODUCTION

The *Portfolio Analysis and Management System (PAMS)* is the premiere online solution to financial awards management. Created in collaboration with the Department of Energy (DOE) - Office of Science, PAMS leverages proven methodologies to deliver effective management and communication of solicitations, proposals, and financial awards. The PAMS experience is role- and user-sensitive, meaning that each user will see only information and action options that are pertinent to him or her. This customized approach minimizes errors in processing, simplifies the application process, and ensures sensitive information stays protected.

This document is a comprehensive guide to PAMS for financial award applicants. Included are step-by-step directions on how to register, apply for financial awards, track your proposals, and take action on any proposal- or financial award-related tasks assigned to you. The user guide begins with a **Getting Started** section, which provides a high-level overview of the proposal process, directions on how to log in and navigate through PAMS, and what you can expect to see in PAMS.

2 GETTING STARTED

Welcome to PAMS! In this section, you will find information on the business processes supported by PAMS, the user roles that support those processes, how to log in and navigate through PAMS, and what you can expect to see while using PAMS.

2.1 Getting Familiar with the PAMS User Interface

The following sections introduce you to the ways you will interact with PAMS.

2.2 Logging In

Follow the steps below to log in to PAMS:

1. Open your Internet browser.
2. Enter the Website address (<https://pamspublic.science.energy.gov/>) for DOE PAMS and click **Enter**.
3. Enter your user name and password.
4. Click **Log In**.

2.2.1 PAMS Account Is Locked

PAMS locks your account if you try to log in **three times** with an incorrect password. You will have to wait for 30 minutes before attempting to log in again.

2.2.2 Forgot PAMS Password

To reset your password, click the **Forgot Password** link on the login page. You will have to answer your previously set-up security question. If you have forgotten your security question's answer, please contact the PAMS Help Desk ([Section 5](#)) for assistance with resetting your password.



Existing User Login

Error:
Your account has been locked for 30 minutes for security reasons. Please try logging in after 30 minutes or contact the Call Center.

Username

Password

[Forgot Password](#)

New User Registration

- [Search Solicitations](#)
- [Create New PAMS Account](#)

Other Links

- [Recommended Settings](#)
- [Contact Us](#)
- [User Registration Guide](#)

2.3 Supported Browsers

Table 1 lists the supported browsers that are recommended for access to the complete set of features available in PAMS.

Table 1. Recommended Browsers for PAMS Access

Browser	Version
Internet Explorer	8.0 and above (9.0 is recommended)
Firefox	3.6 and above (11.0 is recommended)
Safari	5.1 and above (5.1 is recommended)
Chrome	20.0 and above (20.0 is recommended)

2.4 System Navigation

As with many other Web-based systems, your primary input tools are your keyboard and mouse. Additionally, most PAMS pages support keyboard navigation. You can use either the *Tab* key or your cursor to move to the next data entry field or link; use the *Enter* key to invoke a link. *Shift + Tab* moves through fields and links in reverse order.



Ref. #	Element	Description
1	Logout	Use <i>Logout</i> to exit PAMS. You will have to provide your credentials again to login to PAMS the next time.
2	Home	<i>Home</i> takes you to a dashboard page where you can see how many tasks you have, as well as statistics on your recently accessed files.
3	Tabs	There are tabs at the top of most PAMS pages to help you navigate through different modules in the system. The tabs shown here are Home, Proposals, and Institutions. The blue tab bar, DOE PAMS banner above it, and green menu bar at the very top right of the page can be hidden temporarily by clicking the double-arrows button  at the far right end of the blue tab bar. To make the blue tab bar, DOE PAMS banner, and green menu bar re-appear, click the double-arrows button  at the top right of the page.
4	Left Menu	Within each module, the main menu is often found at the left-hand side of the page. The main menu can be hidden by clicking the double arrow  at the top-left corner of the menu. To make the left menu re-appear, click the double-arrows button  at the top left of the page.
5	Grid	A table, or grid, is used when multiple records must be displayed. The left-most column may have arrows  to indicate that the rows are expandable. Click an arrow to expand a row and view detailed information about the record. You can also click the <i>Detailed View</i> link above the grid to expand all rows. The rows may be filtered by entering information in any one of the textbox fields immediately below the grid's column headings, and clicking the filter icon  next to it.



Ref. #	Element	Description
		<p>Most grids also have a Search feature. The search pane is accessed by clicking the <i>Search</i> link above the grid.</p> <p>The Page Size fields allow you to adjust the height of the grid by indicating the greatest number of [collapsed] rows that may appear on a page. Arrow buttons next to the page number allow you to page through when there are multiple pages.</p>
6	Context Menu	The right-most column in a grid is the <i>Options</i> column. Available options may vary from record to record. An arrow in the <i>Options</i> column means more options are available from which to select. This list of options is often called the context menu.
7	Breadcrumb Navigation	Each page in PAMS displays the navigation path you followed to reach the current page. If the navigation path is too long, it is summarized by the application. Hover over the  icon to view the summarized path details.
8	Floating Toolbar	PAMS has a floating toolbar at the bottom of the page that enables easy access to key functions. Options in the floating toolbar often include [View] Messages, [View] Favorites, [View] Recently Accessed, Print, and Create a Shortcut. Important page buttons may also appear in the floating toolbar.

2.5 System Conventions

Table 2 lists the conventions for messages generated by PAMS. Symbols used as part of these conventions are designed to convey system messages consistently and to provide you with a richer user experience.

Table 2. Types of Messages Generated by PAMS

Symbol	Denotes
	<p>Critical Error. This kind of error must be corrected in order for the system to save your information. If one or more errors of this kind appear on the page and are not corrected, the system will not save the data entered after the last successful save.</p> <p>Example: Entering “two” in a field where “2” is called for produces a Critical Error.</p>
	<p>Regular Error. This kind of error will let you save the information entered. However, if one or more errors of this kind appear on a page and are not corrected, the system will not change the status of the page to “Completed.” If these errors occur while updating the budget sheet on a proposal, for instance, the budget sheet will not be marked as complete and you will not be able to submit the proposal.</p> <p>Example: Entering no information in a field where data entry is required may produce a Regular Error.</p>
	<p>Exception. This symbol denotes either a discrepancy or inconsistency in the information entered. Such errors must be corrected or justified.</p>
	<p>Information. This symbol designates a note containing important information regarding your document or report.</p>
	<p>Success Message. This symbol appears when a particular process has been executed successfully, such as when information is saved or submitted.</p>

2.6 Search Fields

In this user guide, some search fields have a search requirement similar to the following:



- *Institution Name like: Enter the Institution Name or at least a part of it.*

The word *like*, as used here, means that if you are uncertain of the exact name of the institution (or whatever you are searching for), you can enter a part of the name of the institution you are searching for. For example, if you know that “Water” is part of the institution name (as in Waterfield Company or Waterman University), enter “water” in the search field and click **Search**. The system searches for and pulls up all institutions with “water” as part of the institution name.

This search method also works for numbers if *like* is a search option. For example, if you know that part of a solicitation number includes “FOA,” enter “FOA” only in the search field and click **Search**.



3 WHAT CAN I DO IN PAMS?

The PAMS external user application allows you to perform the following actions:



- Register
- Manage Institutions
- Manage Submissions.

The following sections explain each of these actions in detail.

3.1 Registration



The User Registration process in PAMS is a two-step process:

1. Register to PAMS
2. Register to an Institution

Registering to PAMS ensures that you have authorized access to PAMS, whereas registering to

an institution ensures that you are associated to an institution. Based on your role, you will be able to manage institutions and/or users within the institution. Once you have registered to PAMS, you will be able to view/update your profile as well.

3.1.1 How Do I Register to PAMS?

1. Visit the PAMS Website (<https://pamspublic.science.energy.gov/>).
2. Click the **Create New PAMS Account** link at the far right of the page.



3. On the *Having Trouble Logging In* page, click the **No, I have never had an account** link and then click the **Create an Account** button.



- This will navigate you to the *Create Account* page. Complete the form. Note that fields marked by a red asterisk are mandatory. Click the **Save and Continue** button when you are finished.

Create Account

Enter required information as shown below. When finished, click Save and Continue.

Fields with * are required

Personal Information

Prefix (Example: Mr., Ms., Dr.)	<input type="text"/>
* First Name	<input type="text"/>
Middle Initial	<input type="text"/>
* Last Name	<input type="text"/>
Suffix (Example: Jr., Sr., III)	<input type="text"/>
* Username	<input type="text"/>
* Password	<input type="password"/> <small>(Passwords must be at least eight(8) characters in length and contain the following characters: At least one lower case alphabet (a-z). At least one upper case alphabet (A-Z). At least one number (0-9). At least one special character (for example ~,!,@,#,*))</small>
* Retype Password	<input type="password"/>
* Security Question	Select One
* Security Answer	<input type="text"/>
* Email	<input type="text"/>



- Continue the *Create Account* process by completing all required fields and clicking **Create Account**.

Create Account

Enter required information as shown below. When finished, click Save and Continue.

Personal Information

Prefix (Example: Mr., Ms., Dr.)	Mr
First Name	Kiran
Middle Initial	
Last Name	Kon
Suffix (Example: Jr., Sr., III)	

Contact Information

Congressional District (Example: 01)

Specify Domestic Address

▶ [Click here to enter physical location address if different from mailing address. \(Providing this address is optional.\)](#)

Create Account

- You must read the notice to users and click the **Accept** button to complete the PAMS registration process.

Agreement

Note(s):

Please read this information carefully and accept by clicking on the 'Accept' button to proceed. You may decline it by clicking on the 'Decline' button, and you will not be able to log in.

PORTFOLIO ANALYSIS AND MANAGEMENT SYSTEM (PAMS)

NOTICE TO USERS

This is a U.S. Government, Department of Energy (DOE) system and it is for the use of authorized users only. The system is to be used for official Government business pertaining to the inquiring, applying, and managing of proposals and awards. Unauthorized access or use of this system may subject violators to criminal, civil, and/or administrative action. It is protected by various provisions of Title 18, U.S. Code. Violations of Title 18 are subject to criminal prosecution in Federal court.

I acknowledge and understand my responsibilities and agree to comply with the rules of behavior for PAMS.

I acknowledge and understand my responsibilities and agree to comply with the rules of behavior for DOE.

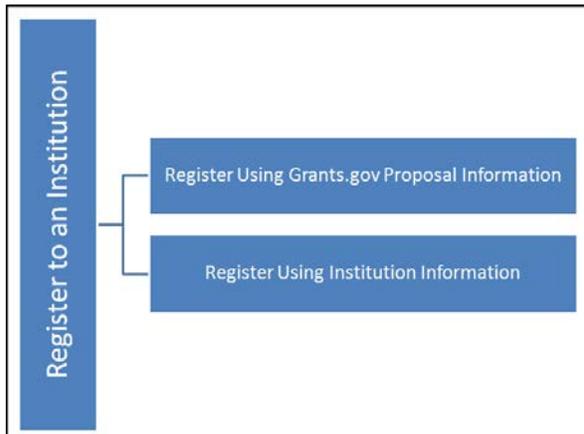
Decline **Accept**



Note *You are now registered to PAMS and are logged in. You can browse through solicitations and view other information in PAMS, but you will need to register to an institution before you can submit proposals or work with previous submissions.*

3.1.2 How Do I Register to an Institution in PAMS?

After you have created an account in PAMS, you can register to an institution in PAMS if you wish to submit proposals or work with previous submissions.



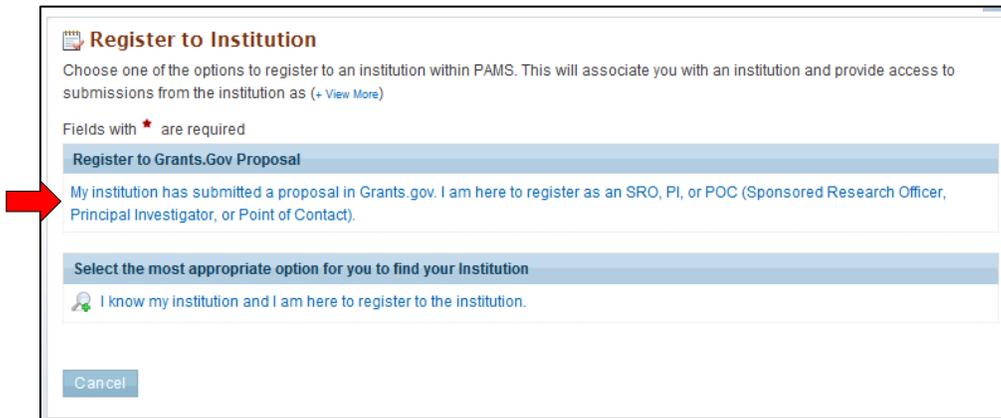
Registering to an institution is performed using one of the following options:

- Register using Grants.gov Proposal Information.
- Register using Institution Information.

3.1.2.1 Register Using Grants.Gov Proposal Information

Note *If you are already registered to an institution—or you do not want to register to an institution for any other reason (e.g., registering as a reviewer)—click the Cancel button on this page. Upon doing so, you will be registered to PAMS but will not be registered to any institution.*

1. To register to an institution using Grants.Gov proposal information, click the **My institution has submitted a proposal in Grants.gov. I am here to register as an SRO, PI, or POC** link.





- The form shown below appears. The next sections discuss the different roles available to you in PAMS and their respective requirements. Please review them before clicking the **Save and Continue** button.

3.1.2.2 I Want to Register as a PI for the Institution

The Principal Investigator (PI) is responsible for:

- Composing and submitting proposals in response to solicitations
- Overseeing the research activities supported by DOE awards.

Follow these steps to register as a PI:

1. Enter *Proposal ID* and *Email* address.
2. Choose the PI role on the *Register to Institution* page. Click the **Save and Continue** button.

Note *The proposal ID and email address should match the proposal ID and email address listed in the automated email sent by PAMS upon receiving the SF424 proposal, which was submitted via Grants.gov. Only one PI can register to the institution using the Grants.gov proposal information.*



3. Upon successful verification, you are taken to the *Institutions* tab.

Institutions - List

Success:
You have been successfully registered to the institution.

[Register to Another Institution](#) [Detailed View](#)

Page size: 15 Go 14 items in 1 page(s)

Name	City	State	DUNS	Type	Options
Abilene Christian University	Abilene	TX	073171951	Private Institution of Higher Education	View
Adelphi University	Long Island	NY	N/A	N/A	View
Advanced Energy Systems, Inc.	Medford	NY	042903026	Small Business	View

Note *At this point, you are registered as a PI for your specific institution. Additionally, you have been granted access to view the proposal that was used to register to the institution.*

3.1.2.3 I Want To Register as an SRO to the Institution

The SRO role is usually held by a representative from the Sponsored Research Officer (SRO) responsible for submitting proposals to DOE Funding Opportunity Announcements and managing institution information and users in PAMS. In some institutions, the office represented is called the Business Officer (BO) or Administrative Officer (AO).

Follow these steps to register as an SRO/AO/BO:

1. Enter *Proposal ID* and *Email* address.
2. Choose the **SRO/AO/BO** role on the *Register to Institution* page. Click the **Save and Continue** button.



Register to Institution - Grants.gov Proposal

Enter proposal ID, email and choose a role to register to the institution and get view access to the proposal. If you are an SRO/BO/AO(Sponsored Research Officer/Business Officer) (+ View More)

Fields with * are required

Institution Details

* Proposal ID

* Email(as entered in Grants.gov proposal)

* Choose Role

- SRO/BO/AO (Sponsored Research Officer/Business Officer/Administrative Officer)
- PI (Principal Investigator)
- Other (Point of Contact)

Note *The proposal ID and email address should match the proposal ID and email address listed in the automated email sent by PAMS upon receiving the SF424 proposal, which was submitted via Grants.gov. Only one SRO can register to the institution using the Grants.gov proposal information.*

3. If the institution you wish to register to does not have an Administrative SRO/BO/AO in PAMS yet, you will be prompted to register as an Administrative SRO/BO/AO for the institution.

You are here: [Home](#) » [Welcome](#)

Register to Institution

Success:
Congratulations. You are registered as an SRO/BO/AO (Sponsored Research Officer/Business Officer/Administrative Officer) for this institution
Institution Name:North Dakota State University
EIN: 45-6002439
DUNS: 803882299

Are you the administrator for this institution? Do you wish to have the access to manage this institution in PAMS?

- Yes. Please grant me the administrator privileges for this institution
- No. I want to send an invitation to the appropriate administrator to register with PAMS.
- No.



At this point, you will be presented with the following three options:

- Register to the institution as an Administrative SRO/BO/AO
- Invite another user from the institution to register as an Administrative SRO/BO/AO
- Continue with the registration process and just get registered as an Administrative SRO/BO/AO.

4. If you choose to register as an Administrative SRO/BO/AO, click the check box to accept the agreement and click the **Save and Continue** button. This will take you to the *Institutions* tab.

You are here: Home » Welcome

Register to Institution

Grant Administrative Privileges

I am the designated administrator to manage this institution in PAMS. I certify that all the information provided by me on this form is true and correct.

Cancel Save and Continue

5. If you choose to invite another user to register as an Administrative SRO/BO/AO to the institution, provide all mandatory inputs on page (all fields marked by a red asterisk are mandatory) and click **Send Email**. This will take you to the *Institutions* tab.

You are here: Home » Welcome

Register to Institution

Please invite the administrator for your institution to register with PAMS.

* Email ID

* First Name

* Last Name

Comments

Approximately 1 page (Max 2000 Characters): 2000 Characters left.

Cancel Send Email



6. If you simply want to register to the institution, you are taken to the *Institutions* tab.

The screenshot shows the 'Portfolio Analysis And Management System' interface. At the top, there is a navigation bar with 'Proposals' and 'Institutions' tabs. A success message states: 'Success: You have been successfully registered to the institution.' Below this is a table of institutions with columns for Name, City, State, DUNS, Type, and Options. The table lists three institutions: Abilene Christian University, Adelphi University, and Advanced Energy Systems, Inc.

Name	City	State	DUNS	Type	Options
Abilene Christian University	Abilene	TX	073171951	Private Institution of Higher Education	View
Adelphi University	Long Island	NY	N/A	N/A	View
Advanced Energy Systems, Inc.	Medford	NY	042903026	Small Business	View

Note *At this point, you will be registered to the institution as an SRO. Depending on whether you chose to be the Administrative SRO/BO/AO or not, you will also have the Manage Institution and Manage Users privileges. Once you are registered as an SRO to the institution, you will have View and Manage Peer Access privileges to the Grants.gov proposal.*

3.1.2.4 I Want To Register as a Point of Contact (POC) to the Institution

Follow these steps to register as a POC:

1. Enter *Proposal ID* and *Email* address.
2. Choose the *Other (Point of Contact)* option on the *Register to Institution* page. Click the **Save and Continue** button.



Register to Institution - Grants.gov Proposal

Enter proposal ID, email and choose a role to register to the institution and get view access to the proposal. If you are an SRO/BO/AO(Sponsored Research Officer/Business Officer/Administrative Officer) (+ View More)

Fields with * are required

Institution Details

* Proposal ID

* Email(as entered in Grants.gov proposal)

* Choose Role

SRO/BO/AO (Sponsored Research Officer/Business Officer/Administrative Officer)

PI (Principal Investigator)

Other (Point of Contact)

Note *The proposal ID and email address should match the proposal ID and email address listed in the automated email sent by PAMS upon receiving the SF424 proposal, which was submitted via Grants.gov. Only one POC can register to the institution using the Grants.gov proposal information.*

3. Upon successful registration, you are taken to the *Institutions* tab in the application.

U.S. DEPARTMENT OF ENERGY | Office of Science | Portfolio Analysis And Management System

yousef | Logout

Proposals | **Institutions**

Browse | Guide Me | Tuesday 22nd May 2012 03:12:07 P.M. ET

You are here: Home » Institutions » Browse

Institutions - List

Success:
You have been successfully registered to the institution.

Register to Another Institution [Detailed View](#)

Page size: 15 | Go | 14 items in 1 page(s)

Name	City	State	DUNS	Type	Options
Abilene Christian University	Abilene	TX	073171951	Private Institution of Higher Education	View
Adelphi University	Long Island	NY		N/A	View
Advanced Energy Systems, Inc.	Medford	NY	042903026	Small Business	View

Note *At this point, you are registered to the institution as a POC. Additionally you will also be able to view the proposal.*



3.1.2.5 Register Using Institution Information

This section covers two ways to register using institution information.

I Want to Register as a PI/Other User to the Institution

1. To register to an institution using institution information, click the *I know my institution and I am here to register to the institution* link.

Register to Institution

Choose one of the options to register to an institution within PAMS. This will associate you with an institution and provide access to submissions from the institution as (+ View More)

Fields with * are required

Register to Grants.Gov Proposal

My institution has submitted a proposal in Grants.gov. I am here to register as an SRO, PI, or POC (Sponsored Research Officer, Principal Investigator, or Point of Contact).

Select the most appropriate option for you to find your institution

I know my institution and I am here to register to the institution.

2. Enter all mandatory information on the page and click the **Search** button. Note that fields marked by a red asterisk are mandatory. Choose the PI or Other role.

Note *The first bullet below states "Institution Name like." The word like, as used here, means that if you are uncertain of the exact name of the institution you are searching for, you can enter a term that is similar to the name you want. For example, if you know that "Water" is part of the institution name (as in Waterfield Company or Waterman University), enter "water" in the search field and click Search. The system searches for and pulls up all institutions with "water" as part of the institution name.*

- Institution Name like: Enter the Institution Name or at least a part of it
- EIN: Enter the Employer Identification Number
- DUNS: Enter the DUNS number.

Select the most appropriate option for you to find your Institution

I know my institution and I am here to register to the institution.

* Institution Name like EIN

DUNS

* Choose Role

SRO/BO/AO (Sponsored Research Officer/Business Officer/Administrative Officer)

PI (Principal Investigator)

Other



- If you find your institution listed in the grid, click the **Action** link and then click the **Add me to this Institution** link.

Register to Institution

Detailed View | Search | Saved Searches

Page size: 50 | Go | 962 items in 20 page(s)

Institution	DUNS	EIN	Type	Options
Aalborg University, Aalborg, Denmark				Actions
Abilene Christian University, Abilene, TX	073171951	750851900	Private Institution of Higher Education	Actions
Acadia University, Wolfville, Canada				Actions
Adam Mickiewicz University, Poznan, Poland				Actions
Adelphi University, Long Island, NY				Actions
AGH UNIVERSITY, KRAKOW, Poland				Actions

Action: Add me to this institution

- If you do not find your institution and have to create a new institution, click the **Cannot Find My Institution** button.

Brock University, St. Catharines, Canada | Actions

Brown University, Providence, RI | 001785542 | 050258809 | Actions

Page size: 50 | Go | 962 items in 20 page(s)

Cancel | Cannot Find My Institution

- Enter mandatory inputs to create the institution and click the **Create Institution** button to create a new institution in PAMS. Note that fields marked by a red asterisk are mandatory.

Create Institution

Institution Information

* Institution Name

Institution Website

* Institution Type: Select One | If Other, please specify:

Sub Type: Women Owned Socially And Economically Disadvantaged

EIN/TIN

DUNS

* State: (Required if City is specified)

* Zip Code (Lookup): (Required if City is not specified)

Congressional District: (Example: 01)

Cancel | Create Institution



6. Upon successful registration, you are taken to the *Institutions* tab in the application.

Note *At this point, you are registered to the institution as a PI/Other User role.*

I Want to Register as an SRO User to the Institution

1. To register to an institution using institution information, click the **I know my institution and I am here to register to the institution** link.

Register to Institution

Choose one of the options to register to an institution within PAMS. This will associate you with an institution and provide access to submissions from the institution as (+ View More)

Fields with * are required

Register to Grants.Gov Proposal

My institution has submitted a proposal in Grants.gov. I am here to register as an SRO, PI, or POC (Sponsored Research Officer, Principal Investigator, or Point of Contact).

Select the most appropriate option for you to find your Institution

I know my institution and I am here to register to the institution.

Cancel

2. Input all mandatory information on the page and click the **Search** button. Note that fields marked by a red asterisk are mandatory. Choose the role as SRO.

Note *The first bullet below states "Institution Name like." The word like, as used here, means that if you are uncertain of the exact name of the institution you are searching for, you can enter a term that is similar to the name you want. For example, if you know that "Water" is part of the institution name (as in Waterfield Company or Waterman University), enter "water" in the search field and click Search. The system searches for and pulls up all institutions with "water" as part of the institution name.*

- Institution Name like: Enter the Institution Name or at least a part of it
- EIN: Enter the Employer Identification Number
- DUNS: Enter the DUNS number.



Select the most appropriate option for you to find your Institution

I know my institution and I am here to register to the institution.

* Institution Name like EIN

DUNS

* Choose Role

SRO/BO/AO (Sponsored Research Officer/Business Officer/Administrative Officer)

PI (Principal Investigator)

Other

3. If you find your institution listed in the grid, click the **Action** link and then click the **Add me to this Institution** link.

Register to Institution

Detailed View | Search | Saved Searches

Page size: 50 Go 962 items in 20 page(s)

Institution	DUNS	EIN	Type	Options
Aalborg University, Aalborgo, Denmark			All	Actions
Abilene Christian University, Abilene, TX	073171951	750851900	Private Institution of Higher Education	Actions
Acadia University, Wolfville, Canada				Actions
Adam Mickiewicz University, Poznan, Poland				Actions
Adelphi University, Long Island, NY				Actions
AGH UNIVERSITY, KRAKOW, Poland				Actions

Action

4. If the institution you wish to register to does not have an Administrative SRO/BO/AO in PAMS, you will be prompted to register as an Administrative SRO/BO/AO for the institution.

You are here: Home » Welcome

Register to Institution

Success:

✓ Congratulations. You are registered as an SRO/BO/AO (Sponsored Research Officer/Business Officer/Administrative Officer) for this institution

Institution Name:North Dakota State University

EIN: 45-6002439

DUNS: 803882299

Are you the administrator for this institution? Do you wish to have the access to manage this institution in PAMS?

Yes. Please grant me the administrator privileges for this institution

No. I want to send an invitation to the appropriate administrator to register with PAMS.

No.



At this point, you will be presented with the following three options:

- Register to the institution as an Administrative SRO/BO/AO
- Invite another user from the institution to register as an Administrative SRO/BO/AO
- Continue with the registration process and just get registered as an SRO.

5. If you choose to register as an Administrative SRO/BO/AO, click the check box to accept the agreement and click the **Save and Continue** button. This will take you to the *Register to Institution* page.

You are here: [Home](#) » [Welcome](#)

Register to Institution

Grant Administrative Privileges

I am the designated administrator to manage this institution in PAMS. I certify that all the information provided by me on this form is true and correct.

[Cancel](#) [Save and Continue](#)

6. If you choose to invite another user to register as an Administrative SRO/BO/AO to the institution, provide all mandatory inputs on the Email page and click the **Send Email** button. Note that fields marked by a red asterisk are mandatory. This will take you to the *Register to Institution* page.

You are here: [Home](#) » [Welcome](#)

Register to Institution

Please invite the administrator for your institution to register with PAMS.

* Email ID

* First Name

* Last Name

Comments

Approximately 1 page (Max 2000 Characters): 2000 Characters left.

[Cancel](#) [Send Email](#)



7. Upon successful registration, you are taken to the *Institutions* tab.

Name	City	State	DUNS	Type	Options
▶ Abilene Christian University	Abilene	TX	073171951	Private Institution of Higher Education	View ▾
▶ Adelphi University	Long Island	NY	N/A	N/A	View ▾
▶ Advanced Energy Systems, Inc.	Medford	NY	042903026	Small Business	View ▾

8. If you do not find your institution and have to create a new institution, click the **Cannot Find My Institution** button.

▶ Brock University, St. Catharines, Canada					Actions ▾
▶ Brown University, Providence, RI			001785542	050258809	Actions ▾

9. Provide mandatory inputs to create the institution and click the **Submit** button to create a new institution in PAMS. Note that fields marked by a red asterisk are mandatory.

Create Institution

Institution Information

* Institution Name

Institution Website

* Institution Type If Other, please specify:

Sub Type Women Owned Socially And Economically Disadvantaged

EIN/TIN

DUNS

* State (Required if City is specified)

* Zip Code (Lookup [↗](#)) - (Required if City is not specified)

Congressional District (Example: 01)

Cancel



10. Upon successful registration, you are taken to the *Institutions* tab.

Note *At this point, you are registered to the institution as an SRO user. Based on your search results, you may or may not have created a new institution in PAMS.*

3.1.2.6 Register to Multiple Institutions

If you are associated with more than one institution, you can simply go to your *Institutions* tab, click **Register to Another Institution** to search for your institution, and register to it in PAMS. This might be required when a user is associated with an institution and has a small business or when a user is associated with a lab and with a university etc.

U.S. DEPARTMENT OF ENERGY | Office of Science
Portfolio Analysis And Management System

Proposals Institutions

Browse Guide Me Tuesday 22nd May 2012 04:58:06 P.M. ET

You are here: Home » Institutions » Browse

Institutions - List [Detailed View](#)

[Register to Another Institution](#)

Page size: 15 Go 15 items in 1 page(s)

Name	City	State	DUNS	Type	Options
Abilene Christian University	Abilene	TX	073171951	Private Institution of Higher Education	View
Adelphi University	Long Island	NY		N/A	View
Advanced Energy Systems, Inc.	Medford	NY	042903026	Small Business	View
ALAKHAWAYNE UNIVERSITY	IFRANE	Morocco		Private Institution of Higher Education	View
Albert Einstein College of Medicine of Yeshiva University	Bronx	NY	071036636	Private Institution of Higher Education	Actions/Views



4 GLOSSARY

Acronym	Definition
AO	Administrative Officer
BO	Business Officer
LOI	Letter of Intent
ET	Eastern Time
PAMS	Portfolio Analysis and Management System
PI	Principal Investigator
POC	Point of Contact
SRO	Sponsored Research Officer

5 PAMS HELPDESK CONTACT INFORMATION

If you have any questions regarding PAMS or if you have any trouble accessing your information in PAMS, please contact the PAMS Helpdesk staff as follows:

Phone	Hours of Operation	Email
(301) 903-5313	9:00 a.m.–5:00 p.m., Eastern Time (ET), Monday–Friday	PAMS-Helpdesk@science.doe.gov